

# YOUTH SERVICES POLICY

<b>Title:</b> Financial Assessment, Medicaid Eligibility and Parental Contributions	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 9. Placement, Transfer, Termination and Removal Process <b>Number:</b> D.9.7
<b>Next Annual Review Date:</b> 12/30/2015	
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<b>References:</b> Title IV-E of the Social Security Act 472; YS Policy Nos. A.3.4 "Parental Contributions – Cost of Care and Treatment", C.5.6 "Juvenile Electronic Tracking System (JETS)"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 12/30/14

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish procedures regarding completion of the financial assessment forms for youth in the custody of YS, Office of Juvenile Justice (OJJ).

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Regional Managers and all employees of Community-Based Services (CBS).

## IV. DEFINITIONS:

**Community Based Services (CBS)** - Formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

**FAST III** - Form utilized by OJJ and the Department of Children and Family Services to report changes in placement and periodic reviews for continued eligibility.

**FAST IV** - The document generated by the Department of Children and Family Services, after receipt of the FAST I, FAST II and/or FAST III, which identifies the funding source and effective date of coverage.

**Financial Assessment Forms** - FAST I and FAST II forms utilized by Office of Juvenile Justice, the Department of Children and Family Services, and Public Safety Services/Office of Management of Finance to determine eligibility for federal reimbursement, Medicaid and the amount, if any, of parental contributions.

**Parent or Financially Responsible Person** - A youth's legally responsible parent - a natural or biological parent, an adoptive parent, or a legally appointed tutor.

**Juvenile Electronic Tracking System (JETS)** - The centralized database utilized to track all youth under OJJ supervision or in OJJ custody and to record all case record activity (refer to YS Policy No. C.5.6).

**Office of Support Enforcement** - A division of the Department of Children and Family Services responsible for collecting financial support from non-custodial parents.

**Parental Assessment Review Committee (PARC)** – A committee established by the Deputy Secretary and comprised of a maximum of six individuals tasked with reviewing parent or financial requests for redeterminations of parental contribution assessments.

**Probation and Parole Officer 1, 2, and 3/Juvenile (PPO/J)** - Includes CBS probation officers.

**Public Safety Services/Office of Management and Finance (PPS/OMF)** – A unit within Public Safety Services that oversees the administrative and operational functions of the agency. (For the purposes of this policy, this office reviews and evaluates all financial and legal information from the youth's custodian, calculates the cost of care assessment, and collects and provides accounting functions regarding contributions made.)

**Regional Director** – Deputy Assistant Secretary responsible for the oversight of all functions and operations of the Community Based Services Regional Offices and the secure care facility in their assigned Region.

## V. POLICY:

It is the Deputy Secretary's policy that the FAST I and II financial assessment forms be completed in the Juvenile Electronic Tracking System (JETS) by the supervising Probation and Parole Officer/Juvenile (PPO/J) on youth placed in the YS' custody.

## VI. PROCEDURES:

- A. The PPO/J shall interview the parent/guardian to obtain the information necessary to complete the FAST I form and obtain signatures on the FAST II forms for youth in YS' custody. The financial information

completed on the FAST I shall be entered in JETS within 15 days of custody. FAST I, Section VII shall be completed within 15 days of placement in a non-secure setting.

- B. If non-secure placement is recommended, the documents shall be forwarded to the Department of Children and Family Services (DCFS) Social Services Analyst (SSA) within 15 days of placement in a non-secure setting. A copy of the birth certificate, Social Security card, custody order, and proof of income shall accompany the completed forms. This information is used by DCFS to determine the category of funding and the amount of parental contributions, if any.

Each youth is entitled to a Medicaid card throughout non-secure residential placement; however the source of funding may differ. Due to the potential for medical expenses, timely submission of the FAST forms and documentation is necessary to secure a Medicaid card for the youth.

Females placed in an intensive residential program are not eligible for Title IV-E funding. When completing the FAST I form, the PPO/J shall make a notation to indicate the youth's assignment to an intensive residential program prior to forwarding the form to the DCFS/SSA.

The completed information listed above, along with a copy of the custody order and any documentation the parent provides as to child support, shall be printed and forwarded to Public Safety Services/Office of Management and Finance (PSS/OMF) for review. If the PPO/J is unable to complete the form(s) at intake, the form(s) shall be mailed to the parent/financially responsible person to complete and forward to PSS/OMF at the address noted below:

Department of Public Safety and Corrections  
Public Safety Services  
Office of Management and Finance  
P.O. Box 66614  
Baton Rouge, LA. 70896-6614

Only a parent or financially responsible is required to complete the forms outlined above in Section VI. A. If the youth is in the custody of a person or persons who do not fall within the definition of a financially responsible person, the PPO/J shall attempt to locate the youth's legally responsible parent - a natural or biological parent, an adoptive parent, or a legally appointed tutor. If the youth is in the custody of a person who is not a parent or financially responsible person, the PPO/J shall input this information in a narrative in JETS, and take no further action.

Once a determination is made that a parent or financially responsible person is to be billed, PSS/OMF shall begin billing immediately, but no later than the next monthly billing cycle. A parent or financially responsible person who fails to provide properly executed FAST I and II

forms shall be assumed to have the ability to pay the entire cost of care. Collection Account Information is located in JETS.

If it is determined that a parent or financially responsible person's financial circumstances falls below the minimum financial requirements for assessment, PSS/OMF shall so notify that person in writing. If it is determined there is an open child support case or that a petition has been filed for child support, parental contributions shall continue until OJJ becomes the active "payee".

Upon request, a parent or financially responsible person shall be furnished a copy of the financial determination work sheet used for the assessment from PSS/OMF.

- C. The FAST IV, returned by the DCFS/SSA, shall specify the certification funding source. The funding source shall be entered in the JETS placement screen by the PPO/J within seven (7) days of receipt.

The three funding sources are as follows:

(08) TITLE IV-E CATEGORY - Federal funds to cover any medical costs and room and board.

(22) MEDICAID ONLY - Federal funds to cover all medical costs and placement in Medicaid beds at private hospitals (in this category state funds are used to pay for client's room and board in regular non-secure placement).

(15) STATE FUNDED - State funds to cover both medical costs and room and board.

- D. If the FAST IV form indicates that additional information is needed, the assigned PPO/J shall obtain and submit the information to the DCFS/SSA within seven (7) working days of the request.
- E. Recertification/reassessment of an individual's financial condition shall be performed every 12 (twelve) months or upon receipt of additional documentation that indicates a change in income or financial circumstances. All recertifications/reassessments of income shall be completed on a FAST III form. The PPO/J is responsible for obtaining the necessary information to complete the FAST III form which shall be printed and forwarded to the DCFS/SSA and PSS/OMF by the PPO/J.
- F. A parent or financially responsible person may appeal an assessment/reassessment based upon extraordinary circumstances or catastrophic loss. Examples of extraordinary circumstances are, but not limited to, non-insured medical payment or major loss of property.

- G. Appeals of assessments/reassessments shall be heard by the Parental Assessment Review Committee (PARC). The Deputy Secretary shall determine the membership of the Committee which, at a minimum, shall be composed of the Assistant Secretary, Undersecretary/designee, a Regional Director, and a representative of Legal Services.

The Committee shall review the FAST I and/or FAST III forms, if appropriate, the legal and current financial status of the parent or financially responsible person, and other relevant documents submitted by the person requesting the appeal. If additional documents are required by the Committee to make its determination, the parent or financially responsible person must furnish the documents for the appeal to move forward.

- H. A copy of all PARC decisions shall be forwarded to PSS/OMF.

**Previous Regulation/Policy Number:** D.9.7

**Previous Effective Date:** 11/30/2011

**Attachments/References:**